



**U.S. DEPARTMENT OF COMMERCE
MANUAL OF SECURITY
POLICIES AND PROCEDURES**

Chapter 7 - Emergency Planning and Evacuation

701 Emergency Planning

A. During an emergency, immediate, orderly, and positive action must be taken to safeguard life and property in Federal facilities in accordance with FPMR 101-20.504-2, "Occupant Emergency Program." Examples of emergency situations include bomb threats, civil disorders, fires, explosions, natural disasters, direct threats to a major computer facility, and the immediate threat of compromise of classified information. GSA regulations require the development of an Emergency Evacuation Plan for each Federal facility.

1. The Occupant Evacuation Plan (OEP) for each facility should include the following information and guidance.

- a. The identity of the "Designated Official" responsible for emergency planning and evacuation of the facility and the order of succession for evacuation decisions.
- b. The types of emergencies that require a response.
- c. The names, identifying information, and responsibilities of all officials in areas of management, security, building management, and safety and health. Designated personnel should be assigned to teams for functions such as the command center, security support, guard support, damage control, and safety and health.
- d. The names, identifying information, and responsibilities of evacuation coordinators, wing wardens, stair monitors, street monitors, elevator monitors, and all other personnel required to participate in an evacuation.
- e. Evacuation instructions for employees such as handouts or notices posted in conspicuous locations.
- f. Procedures for the evacuation of employees with disabilities.
- g. Procedures for coordination with outside agencies, such as fire, police, and FPS/GSA.
- h. Procedures to designate an "all clear" status so normal operations may be resumed.



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i. Procedures for emergency evacuation during non-duty hours.

j. A building information sheet and all necessary diagrams, checklists, and instruction sheets, covering all types of emergencies.

2. In GSA-controlled facilities, the GSA building manager or local officials of GSA's FPS security guards provide emergency procedures.

3. In Commerce-owned or GSA-delegated facilities, the senior facility manager shall coordinate the development of written procedures, in consultation with the servicing security officer and other management officials. The result will be an Emergency Evacuation Plan to guide employees in an emergency situation.

4. In facilities where the Department of Commerce is not the sole tenant, the agency having the largest number of employees is responsible for developing the emergency procedures and coordinating them with other tenants, unless an agreement is made to do otherwise.

5. The security contact or facility manager shall test, at least annually, the facility emergency procedures to ensure that the plans are adequate for the safety of employees and protection of property. The plans are subject to review and approval by the Director for Security.

B. Bomb Threats. Guidance for handling bomb threats is described in Appendix S, Bomb Threat Procedures.

C. National Security Alert Levels. The states of alert established by Homeland Security for heightened vigilance or enhanced access controls under certain emergency conditions are listed in Appendix R, Homeland Security Alert Levels.

702 Phased Security Procedures

A. To lessen the risk of any incidents or threats to departmental personnel or facilities and to provide a safe and secure environment that is open and inviting, appropriate security measures must correspond to changing threat conditions. Phased security procedures provide the Department's operating units with a method to manage risks.

B. Facility managers or those with responsibility to protect departmental personnel and property are required to develop a phased security procedure for their facility. These procedures will be incorporated into the facility Occupant Evacuation Plan using the Homeland Security Alert



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Levels (see Appendix R).

C. Many departmental facilities across the United States are campus-like in their layout, design, and operation where employees and visitors have unescorted access to the facility. In these types of facilities, guidelines are required to assist facility managers in managing and recognizing visitors and employees when a threat exists.

D. Each departmental facility must be assessed to determine the building security level based on the standards described in the Department of Justice report on the Vulnerability Assessment of Federal facilities. For each building security level, there are recommended minimum standards of security. The Department has adopted the minimum DOJ standards for each building security level. Once the Office of Security has assessed a facility as being compliant with the minimum standards, a phased security procedure will be developed.

E. Minimum standards range from high security locks on all doors to 24-hour armed guard force. Each facility manager is required to know the building security level for his or her facility and the minimum-security standards that apply. Based on the facility's security level, phased security procedures will be developed to tie facility security measures directly to Homeland Security's Phased Security Alert Levels. Facility managers have the authority to raise the security alert level of their facility to correspond to local threat conditions or to provide added security measures during periods of potential threat from outside activities or groups. For assistance in applying levels to a particular facility, facility managers should contact their servicing security officer.

F. The guidelines for security alert levels provide a five-tiered set of security measures to be implemented based on the level and nature of the threat. Security contacts or facility managers are required to develop phased security procedures for their respective facilities. Some actions are required in a particular facility for specific building security levels and other measures may apply after consultation with the servicing security officer. Security alert levels are noted in Appendix R.